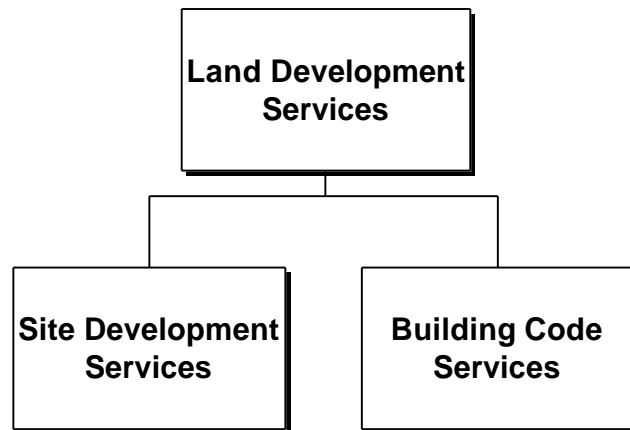


**DEPARTMENT OF PUBLIC WORKS
AND ENVIRONMENTAL SERVICES
LAND DEVELOPMENT SERVICES**



LAND DEVELOPMENT SERVICES

Agency Position Summary

Fund 001 (General Fund)

Public Safety	160	Regular Positions (-7)	/ 160.0	Regular Staff Years (-7.0)
Community Development	136	Regular Positions (-3)	/ 136.0	Regular Staff Years (-3.0)
Total Positions	296	Regular Positions (-10)	/ 296.0	Regular Staff Years (-10.0)

Position Detail Information

BUILDING CODE SERVICES

Technical Administration

1	Director
2	Management Analysts III
2	Administrative Assistants III
5	Positions
5.0	Staff Years

Building Plan Review

1	Engineer IV
4	Engineers III
15	Engineers II
1	Chief Electrical Inspector
1	Engineering Technician III
2	Code Enforcement Coords. II
4	Administrative Assistants II
28	Positions
28.0	Staff Years

Permit Administration

1	Code Coordinator III
2	Code Coordinators II
1	Management Analyst II
1	Administrative Assistant II
5	Positions
5.0	Staff Years

Permit Application Center

1	Engineering Technician III
2	Engineering Technicians II
11	Engineering Technicians I (-1)
1	Administrative Assistant II
15	Positions (-1)
15.0	Staff Years (-1.0)

Information Center and

Licensing Section

1	Engineering Technician II
2	Administrative Assistants II
3	Positions
3.0	Staff Years

Inspection Request and

Records

1	Administrative Assistant IV
7	Administrative Assistants II
8	Positions
8.0	Staff Years

Site Permits

1	Engineering Technician III
4	Engineering Technicians II
1	Senior Engineering Inspector
2	Administrative Assistants II
8	Positions
8.0	Staff Years

Residential Inspections

1	Inspections Branch Chief
19	Master Combination Inspectors
1	Senior Building Inspector
16	Combination Inspectors (-2)
6	Super. Combination Inspectors
1	Engineering Technician II
1	Engineering Technician I
2	Administrative Assistants II
47	Positions (-2)
47.0	Staff Years (-2.0)

Commercial Inspections

1	Inspections Branch Chief
1	Chief Plumbing Inspector
1	Engineering Technician I
3	Positions
3.0	Staff Years

Critical Structures

1	Engineer III
11	Engineers II (-2)
1	Chief Mechanical Inspector
1	Administrative Assistant II
14	Positions (-2)
14.0	Staff Years (-2.0)

Mechanical Inspections

1	Super. Combination Inspector
2	Master Combination Inspector
1	Engineering Technician I
2	Senior Mechanical Inspectors
6	Positions
6.0	Staff Years

Electrical Inspections

1	Super. Combination Inspector
2	Master Combination Inspectors
3	Combination Inspectors
2	Senior Electrical Inspectors
1	Administrative Assistant II
9	Positions
9.0	Staff Years

Plumbing Inspections

1	Supv. Combination Inspector
1	Combination Inspector
3	Master Combination Inspectors
3	Senior Plumbing Inspectors (-1)
1	Supervising Field Inspector
0	Administrative Assistant II (-1)
9	Positions (-2)
9.0	Staff Years (-2.0)

LAND DEVELOPMENT SERVICES

Position Detail Information

SITE DEVELOPMENT SERVICES

Technical Planning and Analysis

1	Director
2	Deputy Directors
1	Engineer IV
2	Engineers III
1	Engineer II
2	Management Analysts II
1	Administrative Assistant III
<u>1</u>	Administrative Assistant II
11	Positions
11.0	Staff Years

Environmental and Facilities Review

4	Engineers IV
11	Engineers III
21	Engineers II
1	Engineering Technicians III (-1)
8	Engineering Technicians II
0	Engineering Aide (-1)
1	Administrative Assistant IV
2	Administrative Assistants III
<u>2</u>	Administrative Assistants II
50	Positions (-2)
50.0	Staff Years (-2.0)

Urban Forestry

1	Urban Forester IV
1	Urban Forester III
<u>8</u>	Urban Foresters II
10	Positions
10.0	Staff Years

Environmental and Facilities Inspections

1	Engineer IV
3	Engineers III
2	Engineering Technicians III
6	Engineering Technicians II
6	Supervising Engineering Inspectors
1	Asst. Super. Engineering Inspector
37	Sr. Engineering Inspectors
1	Code Enforcement Chief
1	Code Enforcement Complaint Coord. III
3	Code Enforcement Complaint Coords. II
1	Administrative Assistants III (-1)
<u>3</u>	Administrative Assistants II
65	Positions (-1)
65.0	Staff Years (-1.0)

(-) Denotes Abolished Position

Positions in italics are attached to the Site Development Services Cost Center which appears in the Community Development Program Area.

LAND DEVELOPMENT SERVICES

Agency Mission

To ensure that land development and public and private facility construction conform to the Fairfax County Code and policies adopted by the Board of Supervisors, to provide for conservation of natural resources, and to ensure that buildings are constructed as required by the Virginia Uniform Statewide Building Code.

Agency Summary					
Category	FY 2001 Actual	FY 2002 Adopted Budget Plan	FY 2002 Revised Budget Plan	FY 2003 Advertised Budget Plan	FY 2003 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	308/ 308	308/ 308	306/ 306	306/ 306	296/ 296
Expenditures:					
Personnel Services	\$13,872,022	\$15,835,886	\$14,821,145	\$16,594,416	\$16,025,155
Operating Expenses	3,096,992	3,034,317	3,767,026	3,517,389	3,368,445
Capital Equipment	219,456	38,000	38,000	0	0
Subtotal	\$17,188,470	\$18,908,203	\$18,626,171	\$20,111,805	\$19,393,600
Less:					
Recovered Costs	(\$42,804)	(\$45,419)	(\$44,971)	(\$47,702)	(\$47,702)
Total Expenditures	\$17,145,666	\$18,862,784	\$18,581,200	\$20,064,103	\$19,345,898
Income:					
Permits/Plan Fees	\$9,859,188	\$10,332,608	\$8,873,269	\$8,873,269	\$8,873,269
Permits/Inspection Fees	16,492,054	16,427,982	14,442,849	14,842,849	14,842,849
Total Income	\$26,351,242	\$26,760,590	\$23,316,118	\$23,716,118	\$23,716,118
Net Cost to the County	(\$9,205,576)	(\$7,897,806)	(\$4,734,918)	(\$3,652,015)	(\$4,370,220)

Summary by Cost Center					
Category	FY 2001 Actual	FY 2002 Adopted Budget Plan	FY 2002 Revised Budget Plan	FY 2003 Advertised Budget Plan	FY 2003 Adopted Budget Plan
Community Development:					
Office of Site Development					
Services	\$8,134,963	\$9,184,998	\$9,136,673	\$9,737,038	\$9,398,341
Subtotal	\$8,134,963	\$9,184,998	\$9,136,673	\$9,737,038	\$9,398,341
Public Safety:					
Office of Building Code					
Services	\$9,010,703	\$9,677,786	\$9,444,527	\$10,327,065	\$9,947,557
Subtotal	\$9,010,703	\$9,677,786	\$9,444,527	\$10,327,065	\$9,947,557
Total Expenditures	\$17,145,666	\$18,862,784	\$18,581,200	\$20,064,103	\$19,345,898

Public Safety Program Area Summary					
Category	FY 2001 Actual	FY 2002 Adopted Budget Plan	FY 2002 Revised Budget Plan	FY 2003 Advertised Budget Plan	FY 2003 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	167/ 167	167/ 167	167/ 167	167/ 167	160/ 160
Expenditures:					
Personnel Services	\$7,277,606	\$8,051,458	\$7,573,958	\$8,415,387	\$8,074,684
Operating Expenses	1,733,097	1,626,328	1,870,569	1,911,678	1,872,873
Total Expenditures	\$9,010,703	\$9,677,786	\$9,444,527	\$10,327,065	\$9,947,557
Income:					
Permits/Inspection Fees	\$16,492,054	\$16,427,982	\$14,442,849	\$14,842,849	\$14,842,849
Total Income	\$16,492,054	\$16,427,982	\$14,442,849	\$14,842,849	\$14,842,849
Net Cost to the County	(\$7,481,351)	(\$6,750,196)	(\$4,998,322)	(\$4,515,784)	(\$4,895,292)

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Board of Supervisors' Adjustments

The following funding adjustments reflect all changes to the FY 2003 Advertised Budget Plan, as approved by the Board of Supervisors on April 29, 2002:

- ◆ A net decrease of \$718,205 and 10/10.0 SYE positions as part of the \$28.8 million Reductions to County Agencies and Funds approved by the Board of Supervisors to allow for a two-cent real estate tax rate reduction and to provide additional funding for the Fairfax County Public School system. These reductions include the elimination of 10/10.0 SYE positions, resulting in savings of \$414,434, decreases in exempt limited-term salaries and overtime resulting in savings of \$111,471, and a reduction of \$192,300 in operating expenses. The elimination of 10 positions will result in delays in plan processing, issuing building and occupancy permits, and conducting residential inspections.

The following funding adjustments reflect all approved changes to the FY 2002 Revised Budget Plan from January 1, 2002 through April 22, 2002. Included are all adjustments made as part of the FY 2002 Third Quarter Review:

- ◆ A net decrease of \$943,139 as part of the \$24.2 million Reductions to County Agencies and Funds approved by the Board of Supervisors to address the FY 2002 revenue shortfall and increased public safety requirements. These reductions result from the management of position vacancies.

County Executive Proposed FY 2003 Advertised Budget Plan

Purpose

Land Development Services (LDS), comprised of the Office of Site Development (OSDS), which is included in the Community Development Program Area, and the Office of Building Code Services (OBCS), which is included in the Public Safety Program Area, enforces public safety standards, protects the environment, and oversees the development of sound infrastructure to support the community. OSDS carries out its part of the LDS mission by reviewing all site and subdivision plans and inspecting site development; OBCS is responsible for the plan review, permitting, and inspection of new and existing buildings. The OBCS Office Director serves as the Fairfax County Building Official as defined by the Code of Virginia.

LDS staff is also responsible for the intake, review, resolution or prosecution of complaints, and violations of the Virginia Uniform Statewide Building Code and Chapters 61, 63 – 66, 104, and 119 of the Code of the County of Fairfax. In addition, LDS, in conjunction with the DPWES Training Center, provides technical training and conducts customer outreach programs to help property owners, builders, and contractors meet land development and building code regulations.

Key Accomplishments

Recent key accomplishments for LDS have included:

- ◆ Implementation of several streamlining initiatives for which the agency was awarded several 2000 "Streamlining Achievement Awards" by the National Conference of States on Building Codes and Standards, Inc. under their "Streamlining the Nation's Building Regulatory Process Program."

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- ◆ Expanded use of technology through the:
 - Implementation of the site and subdivision component of LDSnet which, via the Fairfax County Information Web, provides the user with the capability to access and view information stored in the Land Development System for site/construction plans (Plans and Waivers System – PAWS).
 - Provision of interactive Internet transactions for scheduling inspections; tracking permit, plan, and inspection status; and estimating building permit fees.
 - Implementation of computer technology for field inspectors, allowing engineering calculation, customer e-mail interaction and fingertip access to a vast array of technical information and tools.
- ◆ Development of a vision to continue streamlining our processes using technology which, ultimately, will provide a state-of-the-art e-permitting system with virtual one-stop shopping for certain projects, paperless submission, and review of documents and site-specific information access for the private sector and general public.
- ◆ Initiation of a comprehensive in-service training program which, on a weekly basis, provides staff from LDS as well as other County agencies, with training that covers a wide range of areas from customer service and technical and cross training to career/professional advancement opportunities.
- ◆ Reorganization of OSDS in FY 2000-FY 2001 based on input from employees, key industry and environmental groups, and management analysis of changes. The reorganization included: consolidation of site plan review functions from four divisions into two; creation of customer advocacy positions; expanded code maintenance capabilities; enhanced expertise in the area of erosion and sediment control; and creation of a single construction plan intake group.
- ◆ In collaboration with the Facilities Management Division, design of new workspace layouts was accomplished, which will facilitate better staff interaction, consolidate site construction intake, and, consequently, enhance to customer service.
- ◆ Customer waiting area improvements which include: expanded access to computerized information, wait time and staffing information; establishment of a Revitalization Resource Center to facilitate the review of projects in commercial revitalization districts; and establishment of an intern program for engineering students from George Mason University to assist OBCS during periods of high workload.
- ◆ Adoption of a dual-unit Public Facilities Manual (PFM) and provision of on-line access to the PFM on the Internet.
- ◆ Promotion and enhancement of public safety through:
 - Augmentation of the agency's accredited Training Academy through expanded training opportunities; and
 - Co-sponsorship (with the Building Officials and Code Administrators [BOCA] - and the building departments of Ohio, New Jersey, Michigan, Rhode Island) of satellite broadcast transmissions of the International Code Council's public hearings on code amendments. New for FY 2002 is the County's status as a secure location for off-site voting by members unable to attend the hearings in person.
- ◆ Development of a comprehensive erosion and sediment control program for staff, private sector professionals and the development community. Within LDS, this training has led to greater collaboration between OBCS and OSDS by enabling OBCS inspectors to recognize environmental deficiencies during field inspections and notify their OSDS counterparts to investigate.

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- ◆ In partnership with neighboring jurisdictions and the private sector, initiation of a regional approach to construction quality control through consistent and comprehensive inspections, development of a simplified, standardized form for residential certification reporting, and the upgrading of the qualification standards and certification of materials testing technicians in the private sector throughout the region.

FY 2003 Initiatives

LDS' customers' expectations for further increases in speed of reviews and utilization of the latest technology to make services available 24 hours a day, 7 days a week continue to grow. The greatest – and key – challenges will be to meet those expectations while continuing to carry out the LDS mandate to ensure safe construction in Fairfax County.

The paramount initiative for LDS in the future is the e-permitting system currently being designed by a team of stakeholders within and outside the County, which will have the capability to:

- Provide a “one-stop” service for the issuance of the majority of Code-required permits.
- Issue a single permit for new residential construction that covers building, electrical, mechanical, and plumbing work.
- Issue simple, individual trade permits via the Internet.
- Process plan submissions electronically.

Other technological advances planned by LDS are:

- The leveraging of computer technology, such as Web applications, GIS, and imaging to further improve services.
- Placing plan reviewers' comments on Internet.
- The transition for field inspectors from laptop to wireless technology, further enhancing the agency's code enforcement efforts.

In addition to these initiatives, LDS anticipates the following:

- ◆ Continued process improvement initiatives. A series of forums brought together LDS and other County staff and customers from all areas of the construction process. As a result, numerous customer/staff teams were created to propose and/or implement improvements including the possible co-location of review agencies; creation of a super-technician to address cross-agency issues; and expansion of the Plans and Waiver System (PAWS) to allow all agencies involved to enter and retrieve data in FY 2003.
- ◆ Improvement of environmental protection capabilities through the implementation of the Stormwater and Erosion and Sedimentation Control Recommendations and the Tree Preservation Recommendations of the Board-endorsed In-fill and Residential Development Report Study.
- ◆ Continued revitalization initiatives as build-out continues, environmental focus heightens, and in-fill construction depletes all remaining undeveloped sites.
- ◆ Increased focus on regulatory review to streamline code requirements and processes.
- ◆ Continued expansion of the Peer Review and Designated Plans Examiner programs.
- ◆ Exploration of the possibilities for more public-private partnerships to enhance services.

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- ◆ Extension of the Construction Site Safety training to the rest of the Inspections personnel.

Performance Measurement Results

The Land Development Services (LDS) mission statement addresses enforcement of land development and building construction regulations. Specifically, staff monitors these activities for compliance with State and County codes. The performance measures, including plans reviewed, projects bonded, permits issued, inspections performed, and violations processed, are directly linked to land development activities.

For OBCS, two of our three target goals were met in that no buildings experienced catastrophic failure as a result of faulty design or inspection and 96 percent of inspections were performed on the day requested. Permits issued on the day of application came closer in FY 2001 to the target goal of 60 percent than in the previous two years. In order to meet or exceed these target goals in the future, OBCS will continue to strive for ways to facilitate and streamline the agency's processes without undermining the public safety. Future plans, for example, are to enable customers to obtain one permit for residential construction encompassing all four trades (building, electrical, mechanical, and plumbing) in lieu of individual permits and to obtain individual trade permits over the Internet. Other plans are as identified in the various initiatives described herein.

Funding Adjustments

This agency is divided between two program areas for accounting/auditing purposes. The funding adjustments are for the entire agency. The following funding adjustments from the FY 2002 Revised Budget Plan are necessary to support the FY 2003 program:

- ◆ An increase of \$830,132 in Personnel Services associated with salary adjustments necessary to support the County's compensation program.
- ◆ A net decrease of \$250,085 in Operating Expenses primarily reflecting \$736,157 as a result of one-time carryover expenditures partially offset by an increase of \$429,929 in Operating Expenses for Information Technology infrastructure charges and a net increase of \$56,143 in Operating Expenses for Department of Vehicle Services charges.
- ◆ An increase of \$2,283 in Recovered Costs reflecting actual support provided to Department of Public Works and Environmental Services agencies.

The following funding adjustments reflect all approved changes to the FY 2002 Revised Budget Plan since passage of the FY 2002 Adopted Budget Plan. Included are all adjustments made as part of the FY 2001 Carryover Review and all other approved changes through December 31, 2001:

- ◆ Encumbered carryover of \$443,946 in Operating Expenses.
- ◆ Unencumbered carryover of \$290,711 in Operating Expenses due to unexpended Close Management Initiatives (CMI) savings.
- ◆ Funding of \$73,102 including \$71,602 in Personnel Services and \$1,500 in Operating Expenses and 1/1.0 SYE position was transferred from DPWES Land Development Services to DPWES Business Planning and Support as part of the DPWES reorganization to more accurately reflect the duties performed by this position.
- ◆ A Management Analyst III position was transferred from Land Development Services to Business Planning and Support. Funding will be transferred as part of the *FY 2002 Third Quarter Review*.

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Cost Center Goal

The goal of the Office of Building Code Services (OBCS) is to ensure a safe environment by helping homeowners, builders, developers, engineers, architects, contractors, commercial building owners, design professionals, and attorneys comply with the Virginia Uniform Statewide Building Code (VUSBC) and County Codes by:

- ◆ Reviewing building plans for conformance with State and County ordinances to ensure the safe design, construction, and accessibility of buildings and structures.
- ◆ Processing applications and issuing permits for building, site- and utility-related work to facilitate the construction of safe buildings and infrastructure.
- ◆ Inspecting all new building construction in the County to ensure compliance with the Virginia Uniform Statewide Building Code (VUSBC), approved plans and permit conditions.
- ◆ Conducting as-required inspections of existing structures to ensure they are maintained in accordance with Part III of the VUSBC, "Maintenance of Existing Structures."
- ◆ Collaborating with the Virginia Occupational, Safety and Health Administration (VOSHA) personnel in identification of construction site safety hazards.
- ◆ Overseeing recurring safety inspections of all in-service elevators, escalators, and other vertical transportation equipment within the County.
- ◆ Conducting recurring inspections of cross connection protection features that safeguard public potable water supplies within the County.
- ◆ Providing leadership, coordination, and technical support to the OBCS divisions in order to ensure consistent and expeditious service to the development community.

Objectives

- ◆ To provide inspection service on the day requested in 96.0 percent of the time, while ensuring that 0.0 percent of buildings experience catastrophic failure as a result of faulty design.
- ◆ To issue not less than 60.0 percent of building permits on the day of application, while ensuring that 0.0 percent of buildings experience catastrophic failure as a result of faulty design.

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Performance Indicators

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate/Actual	FY 2002	FY 2003
Output:					
Building inspections	257,713	292,259	280,000 / 275,022	256,000	256,000
Permits issued	89,728	97,407	95,000 / 82,911	79,000	79,000
Efficiency:					
Inspections completed per inspector	4,140	4,236	4,058 / 3,986	3,710	3,710
Permits issued per technician	7,275	8,117	7,916 / 6,906	6,583	6,583
Service Quality:					
Percent of inspections completed on requested day	96%	97%	96% / 96%	96%	96%
Percent of permits issued on day of application	57%	55%	60% / 58%	60%	60%
Outcome:					
Percent of buildings experiencing catastrophic system failures as a result of building design	0%	0%	0% / 0%	0%	0%